Freedom of Information Act and Privacy Act Program
Communications Center
245 Murray Lane, SW, Building T-5
Washington, D.C. 20223

Date: **JUL 1 7 2019**

MuckRock
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File Number: 20190781

Dear Requester:

This is the final response to your Freedom of Information Act (FOIA) request, originally received by the United States Secret Service (Secret Service) on May 28, 2019, for information pertaining to:

- Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:
    a. The instruction to do so from the Agency, as well as any guidance from the senior leadership;
    b. Documents discussing proposals and procedures;
    c. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and it's creation;
- A copy of the agency's first perfected (successful) FOIA request;
- Copies of other FOIA requests filed before the FOIA request described above;
- Processing notes, search slips and response documents regarding the FOIA requests described above;
- The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests;
- A copy of the agency's first successful FOIA appeal;
- Copies of other FOIA appeals received by the agency before the appeal described above;

- Processing notes, search slips and response documents regarding the FOIA appeals described above; and
- The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals.

In response to your request, the Secret Service has conducted a reasonable search for responsive records. Due to Secret Service retention policies, there are no records pertaining to your request.

If you deem our decision an adverse determination, you may exercise your appeal rights. Should you wish to file an administrative appeal, your appeal should be made in writing and received within ninety (90) days of the date of this letter, by writing to: Freedom of Information Appeal, Deputy Director, U.S. Secret Service, Communications Center, 245 Murray Lane, S.W., Building T-5, Washington, D.C. 20223. If you choose to file an administrative appeal, please explain the basis of your appeal and reference the case number listed above.

Additionally, you have the right to seek dispute resolution services from the Office of Government Information Services (OGIS) which mediates disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Please note that contacting the Secret Service's FOIA Program and/or OGIS **is not** an alternative to filing an administrative appeal and **does not** stop the 90-day appeal clock. You may contact OGIS at: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001. You may also reach OGIS via e-mail at ogis@nara.gov, telephone at 202-741-5770/toll free at (877) 684-6448, or facsimile at (202) 741-5769.

If you need any further assistance, or would like to discuss any aspect of your request, please contact our FOIA Public Liaison Kevin Tyrrell, at (202) 406-6370. Alternatively, you may send an e-mail to foia@usss.dhs.gov.

FOIA/PA File No. 20190781 is assigned to your request. Please refer to this file number in all future communication with this office.

Sincerely,

Kim E. Campbell
Special Agent In Charge
Freedom of Information Act & Privacy Act Officer